

Amended CHARTER

International Security Advisory Board

I. PURPOSE

Pursuant to P.L. 105-277 (as codified at 22 USC 2581(f)), the Department of State established the Secretary of State's International Security Advisory Board (ISAB) to "advise with and make recommendations to the Secretary of State on United States arms control, nonproliferation, and disarmament policies and activities." The ISAB, with its staff and selected members, provides analysis and insight into current issues-of-interest for the Secretary on a regular basis.

II. BACKGROUND

The Department of State has concluded that a single advisory board, dealing with the scientific, military, diplomatic, political, and public diplomacy aspects of arms control, disarmament, international security, and nonproliferation, would provide valuable independent insight and advice and thereby meet an important requirement of the Department.

III. OBJECTIVE AND SCOPE OF ACTIVITIES

The ISAB will provide the Department of State with a continuing source of independent insight, advice, and innovation on all aspects of arms control, disarmament, nonproliferation, political-military issues, and international security and related aspects of public diplomacy. It will avail itself of the resources of all the Department's bureaus and offices at its direction. At the same time, it will seek to make its own resources available to the Department's bureaus and offices on a cooperative basis on projects of mutual interest.

IV. ORGANIZATION

- A. The ISAB shall be composed of not more than 25 members who shall serve in the capacity of Government employee

(special Government employee or full-time Government employee).

B. Appointments and termination of appointments, for both members and staff of the ISAB, shall be made by the Under Secretary for Arms Control and International Security, to include a wide variety of scientific, military, diplomatic, and political backgrounds.

C. The ISAB shall reflect a balance of backgrounds, points of view, and demographic diversity. All members shall hold a Top Secret security clearance.

1. The Under Secretary for Arms Control and International Security shall appoint one member of the ISAB to serve as Chairperson.
2. The Under Secretary for Arms Control and International Security shall appoint an Executive Director and other staff as appropriate.
3. If the position of the Under Secretary for Arms Control and International Security is vacant and the Secretary has not delegated his authorities to another officer, appointments under Section IV B of this Charter shall be made by the Under Secretary for Management in coordination with the Executive Director of the ISAB.

D. The Chairperson is authorized to constitute subcommittees and ad hoc task groups as needed.

ADMINISTRATION

A. The Under Secretary for Arms Control and International Security is the sponsor of the ISAB and it reports to the Secretary of State through the Under Secretary for Arms Control and International Security.

B. The Chairperson shall be responsible for the tasks required by 41 CFR Part 102, among them:

1. Determining when a meeting of the ISAB, or of a subcommittee or ad hoc task group, is required and where it is to be held.
2. Formulating and approving an agenda for each meeting, with the concurrence of the Executive Director.
3. Determining, with the approval of the Committee Management Officer and in accordance with the Federal Advisory Committee Act, whether a meeting is to be open, partially closed, or closed.
4. Certifying the accuracy of all minutes of advisory committee meetings.

C. The Executive Director of the ISAB shall be the Designated Federal Officer, shall be a full-time or permanent part-time Government employee, and shall be responsible for the tasks required by 41 CFR Part 102, among them:

1. Notifying all members of the time, place, and agenda of meetings.
2. Keeping minutes and maintaining all ISAB files and records in accordance with Section 10 of the Federal Advisory Committee Act (Title 5 USC Appendix II).
3. Publishing notices of the meetings in the Federal Register at least 15 days before the meeting, unless in exceptional circumstances shorter notice is required and the reasons for this shorter notice are

included in the meeting announcement published in the Federal Register.

VI. ESTIMATED COST

It is estimated that the ISAB's operating costs per fiscal year will be no more than \$287,000 plus 2.5 full-time employee-years.

VII. COMPENSATION

- A. Members of the ISAB who are not full-time employees of the U.S. Government will receive compensation for the time served at the rate of GS-15 step 10, plus transportation and per diem for overnight travel.
- B. Members of the ISAB who are full-time employees of the U.S. Government. will serve without additional compensation but may be allowed transportation and per diem for overnight travel in lieu of subsistence and other expenses.

VIII. PUBLIC PARTICIPATION

Meetings that do not deal with classified national security matters shall be open to the public. Persons wishing to appear before the ISAB must make prior arrangements to do so. Written materials may be submitted to the ISAB at any time, and should be sent to the Executive Director. Meetings of the ISAB will be held approximately once each quarter. Each meeting will be held at a reasonable time, in a place reasonably accessible to the public, and in a room large enough to accommodate the ISAB members, staff, and interested members of the public. Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act (Title 5 USC Appendix II), as implemented by 41 CFR Section 102-3.155.

IX. AVAILABILITY OF RECORDS

Subject to the Federal Advisory Committee Act, unclassified records, reports, transcripts, minutes and other documents that are made available to, or prepared for or by, the ISAB will be available for public inspection and copying at the Office of Strategic Planning and Outreach, U.S. Department of State, 2201 C Street NW, Washington D.C. 20520.

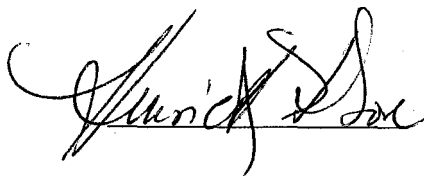
PUBLIC INTEREST

Formation and use of the ISAB is determined to be in the public interest in connection with the performance of the duties of the Department of State.

XI. EFFECTIVE DATE AND DURATION

The ISAB is effective as of the filing date of this Charter. The ISAB will remain in existence for 2 years after the filing date of this Charter, unless sooner terminated or renewed.

Henrietta H. Fore
Under Secretary for Management

 11-13-07

Approve

Date